

~~CONFIDENTIAL~~

OC M-74-595  
21 OCT 1974

MEMORANDUM FOR: Chief, Communications Services

SUBJECT : Creation and Maintenance of the OC  
Personnel Data Base

1. OC personnel information and reports requirements have been developed and levied upon OJCS for programming. The OC ADP Systems Administrator and [redacted] the assigned OJCS Programmer, are working closely with members of your staff to determine the data available from the Agency wide manpower control system and those data elements which will have to be entered and maintained by OC. The "Position-Related" information has been determined and the initial data entry has been coded by your staff. The "Personnel-Related" information (ETD's, ETA's, etc.) has largely been determined but coding has not yet been started.

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2. The manpower control system is now undergoing pre-operational testing. We are nearing the time when the OC information should be entered to the data base. To insure the integrity of the OC portion of the data base, the authority to enter and change the data will be limited to those members of your staff whom you select to perform this task. Please advise [redacted] OC ADP Systems Administrator, the names of the selected personnel so that he can make arrangements for them to have appropriate access to the data bank.

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[redacted]  
Director of Communications

Distribution:

Orig & 1 - Addressee

1 - OC ADP SA File

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25X1 ADP: [redacted] (18 Oct 74)

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